



# Work Order

Meets NATEF Task: (A3-A-2) Complete work order. (P-1)

Name \_\_\_\_\_ Date \_\_\_\_\_ Time on Task \_\_\_\_\_

Make/Model/Year \_\_\_\_\_ VIN \_\_\_\_\_ Evaluation: 4 3 2 1

Fill in the customer and vehicle information, plus the customer concerns and related service history.

		<b>UAS Automotive</b> 1415 Any Street City, State 99999	
<b>Customer Information</b> Name _____ Daytime _____ Address _____ Evening _____ City _____ State _____ Zip _____		<b>Vehicle Information</b> Year _____ Model _____ Color _____ Mileage _____ VIN _____	
<b>Materials</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<b>Customer Concern</b> _____ _____ _____ _____		
	<b>Related Service History</b> _____ _____ _____		
	<b>Labor Performed</b> _____ _____ _____		
	<b>Root Cause of Problem</b> _____ _____ _____		<b>Totals</b> Materials _____ Labor _____ Misc. _____ Sub Total _____ Tax _____ TOTAL _____
	<b>Customer Authorization</b> X _____ _____		